



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**POSITION:** Case Administrator I (Intake Clerk-Bankruptcy)

**VACANCY NO:** 2015-11

**LOCATION:** Washington, DC

**SALARY RANGE:** CL 25 (\$42,114- \$68,499)  
Salary determined by work experience, prior/present  
pay history and previous federal government experience.

**Opening Date:** December 23, 2015

**Closing Date:** January 25, 2016

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**POSITION OVERVIEW**

This position is located in the Operations Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Case Administrator I reports to an Operations Supervisor (Bankruptcy).

The incumbent will have daily contact with the staff of the Clerk's Office, the public and the bar and will perform a full range of duties.

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**DUTIES AND RESPONSIBILITIES SUMMARY**

Receives and reviews incoming documents to ensure the integrity, quality and efficiency of the electronic database, to determine conformity with appropriate local and/or federal procedural rules, practices and/or court requirements.

Enters new cases in ECF.

Makes summary of entries of all documents and proceedings in the ECF database. Performs data quality control in all assigned cases in the court's Electronic Case Filing System (ECF).

Answers inquiries on case status and ECF Help Desk Line.

Prepares appeals and transfers relating to cases.

Advises attorneys on how to correctly amend electronically filed documents.

Utilize knowledge of bankruptcy laws, district court laws, concepts and principles to assist in case management and ensure that automated entries are accurate.

Assures assignment of case numbers and randomly assigns cases to judges.

Verifies attorney's authority to proceed before the Court.

Processes confidential and sensitive material.

Scans and files documents when appropriate.

Routes documents to proper offices after acceptance.

Acts as a point-of-contact and furnishes information to a wide variety of people within and outside of the Court.

Performs other duties as assigned.

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## EDUCATION AND QUALIFICATIONS

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university is preferred. Education above high school level may be substituted for general experience.

Prospective candidates should have a minimum of two years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience highly preferred, but not required.

The ability to communicate effectively both orally and in writing is critical.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines, are essential.

Must be proficient in Microsoft Word, Word Perfect and other computer applications.

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## **BENEFITS**

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

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## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates must be able to pass a security clearance.

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## **APPLICATION INFORMATION**

Qualified persons interested in being considered for this position are invited to submit an application packet composed of a completed AO 78- Application for Judicial Employment, a resume detailing all relevant experience, education and skills and a cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

**Human Resources Department  
United States District and Bankruptcy Courts, DC  
333 Constitution Avenue, NW  
Room 1525  
Washington, DC 20001**

Or

Via email to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

The AO 78- Application for Judicial Employment form can be located on the court internet site, [www.uscourts.dc.gov](http://www.uscourts.dc.gov)

If your application packet does not provide all information materials requested, you will lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified.

Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

**Equal Opportunity Employer**